

Licensing Division
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February 20, 2010

TO: APPLICANTS FOR SERVICES PROVIDED BY THE MARYLAND STATE POLICE LICENSING DIVISION

RE: NEW FINGERPRINT OPPORTUNITIES EFFECTIVE JANUARY 1, 2010

EFFECTIVE January 1, 2010, The Maryland Department of State Police will accept federal and/or state fingerprints from Applicants for Permits, Licenses, Commissions or any other type of certification or identification related to Licensing Division activities and/or responsibilities via Live Scan electronic submissions. The Live Scan submissions offer an alternative to the fingerprint card submissions currently and historically accepted by the Maryland State Police Licensing Division. **EITHER SUBMISSION IS ACCEPTABLE.**

The Maryland Department of Public Safety and Correctional Services, the entity that processes both State and Federal fingerprint cards (inked and rolled type), has notified the Maryland State Police that they will accept electronic submissions of fingerprints beginning on January 1, 2010. Electronic submissions tend to return the fingerprint query much faster than fingerprint card submissions and offer the potential for faster processing of requests. Inked fingerprints submitted on cards are often returned due to quality causing the applicant to repeat the fingerprinting process whereas fingerprints taken and submitted by Live Scan have a much lower failure rate thus expediting the process.

EFFECTIVE JANUARY 1, 2010, FINGERPRINTS MAY NOW BE SUBMITTED ELECTRONICALLY VIA AN APPROVED SITE OR VENDOR. FOR FURTHER INFORMATION PLEASE GO TO THE BELOW LINK TO REVIEW THE NEW POLICIES AND PROCEDURES PRESENTED BY THE MARYLAND DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES AS WELL AS TO LOCATE THE SITES AVAILABLE FOR ELECTRONIC FINGERPRINTING:

www.dpscs.maryland.gov/publicservs/fingerprint.shtml

Fingerprint card submissions must accompany the application when submitted to the Maryland State Police Licensing Division. The proper fee for the processing of the fingerprint card(s) must also be included in the check or money order submitted to capture the application processing. Applicants should submit one check or money order financing all elements of the application process if submitted with fingerprint card(s). An exception exists when dual applications are submitted. In this case, separate checks or money orders are required.

Applications submitted by applicants who participate in the Live Scan fingerprint process **MUST** have the receipt provided by the approved fingerprint processing center attached to the upper front left corner of the application when forwarded to the Maryland State Police Licensing Division. Applications that are received without the receipt may not be processed in a timely manner and may be returned to the applicant unprocessed. Authorization codes for the various requests are available at the approved fingerprint processing sites.

IMPORTANT NOTE FOR LIVE SCAN PARTICIPANTS: IF YOUR APPLICATION IS NOT FORWARDED WITH THE LIVE SCAN RECEIPT AND RECEIVED BY THE LICENSING DIVISION WITHOUT DELAY AFTER HAVING YOUR FINGERPRINTS SUBMITTED ELECTRONICALLY, THE APPLICATION MAY BE DELAYED OR **RETURNED** AS LIVE SCAN RESULTS ARE RETURNED QUICKLY AND DUE TO THE VOLUME OF REQUESTS AND LAWS CONCERNING THE UNSUPPORTED RETENTION OF CRIMINAL HISTORY INFORMATION, THE LICENSING DIVISION MAY NOT STORE YOUR FINGERPRINT RESULTS FOR AN EXTENDED PERIOD. **DO NOT DELAY!**

FEES PAID TO THE LICENSING DIVISION ARE NON REFUNDABLE. FEES PAID TO THE APPROVED ELECTRONIC FINGERPRINT PROCESSING CENTER DO NOT INCLUDE THOSE FEES OWED TO THE LICENSING DIVISION FOR THE PROCESSING OF THE ACTUAL APPLICATION. **PLEASE ENSURE YOU HAVE CALCULATED YOUR FEES CORRECTLY.**

FINGERPRINT FEE CODES FOR LIVE SCAN SUBMISSIONS

Below are the codes used by **Approved Live Scan Providers** when having your fingerprints taken for submission to the Maryland Department of Public Safety and Correctional Services in response to a request for services from the Maryland State Police Licensing Division.

1. Handgun Permit	9400082484
2. Security Guard (Individual)	9300000802
3. Private Detective (Individual)	9400082495
4. Security Agency/Private Detective Agency (Company).....	9400082495
5. Special Police/Railroad Police Commissions	9400082506
6. Security Systems Agency/Security Systems Technicians...	9700004860
7. Regulated Firearms Dealer	9400082473
8. Class III	9400082473